



Colorado Coaching Credential FAQ

1. What is the Coaching Network and the Coaching Credential?

The Coaching Network provides the foundational support, career pathways, and Professional Development opportunities for Early Childhood coaches, no matter what the initiative. For example, in the Relationship Based Professional Development training, CQI (Continuous Quality Improvement) is a generic term and applicable to all coaching initiatives. “Practice based” is the continuous quality improvement cycle specific to the Colorado Shines coaching model. Other coaching initiatives, such as EQ RELATE Coaching and Pyramid Plus coaching, also use a continuous quality improvement cycle specific to their coaching model.

Currently the Coaching Network is funded through Race to the Top. It connects coaches with other coaches in Colorado and provides the infrastructure to implement the Colorado Coaching Credential in collaboration with the Colorado Coaching Consortium.

The Coaching Credential is aligned with Colorado Coaching competencies, the knowledge, skills, and dispositions required for effective coaching. Relationship Based Professional Development training is founded on the level one coaching competencies provided by the Colorado Coaching Consortium.

2. What are approved trainings for the Coaching Credential that can be substituted for RBPDP?

There is a list of approved trainings on the Colorado Coaching Consortium website www.cocoaches.net. Course I of the UCD Coaching Class is approved to meet the training requirement of the Coaching Credential. Course II and Course III of the UCD Coaching Class will need to apply for approval. Approved Adult Learning and Design courses used for trainer approval are approved for this component of the training *only*. There is a list of approved Adult Learning and Training Design trainings on the Professional Development Information System (PDIS): http://ecpd.costartstrong.org/ets/pages/?p=trainer_and_training_approval. RBPDP training dates are updated on the Colorado Coaching Consortium website www.cocoaches.net.

3. Do I need to complete all 4 days of the RBPDP Training?

The 4 day Relationship Based Professional Development Training (RBPDP) meets the requirement for the Colorado Coaching Credential. This training consists of 1 day focused on Adult Learning and 3 days focused on Coaching Skills. In order to receive a certificate of completion for the RBPDP Adult Learning & Coaching Skills Training, participants are required to attend all 4 training days. If you must miss more than one hour of any scheduled 4 day RBPDP training, please register for a different training that better meets your scheduling needs.

If you have already taken an Adult Learning training, please contact the training organizer.

4. How do I receive a certificate for my RBPDP training?

Once you have completed the face to face RBPDP training, you will be able to view your certificate in the PDIS. To view your certificate, log in to PDIS, go to My Learning Path and PD Planning and then go to My Transcript. Within My Transcript, you can click on View Certificate in the Course Information for each course. If a hard copy



is needed, the certificate can be printed. Since completion details have already been entered into the PDIS, this training information already been applied toward the individual's EC Professional Credential.

5. Is it okay to apply for a Coaching Credential prior to the ECE Credential being approved?

Yes. Complete the information required for the ECE Credential. Then submit everything for the Coaching Credential application. Leave blank the line where it asks for the ECE Credential number. Everything will be reviewed at the same time.

6. Do I need to meet all the requirements before applying to get a Coaching Credential?

You need to have all the requirements met. For example, if you don't have all the coaching hours required for Level II Coaching Credential, apply for the Level I Coaching Credential. It is helpful to have all the documentation sent at the same time. A checklist of the required documentation for each credential level has been created and can be found on the Coaching Consortium website: www.cocoaches.net

7. How do I document coaching hours?

You can document coaching hours in two ways:

- a. With a letter from someone who supervised you as a coach. This includes:
 - i. Letter printed on letterhead
 - ii. Date range for the coaching
 - iii. Number of coaching hours
 - iv. Focus or context of coaching
 - v. Signature of individual who supervised you.
- b. Coaching log on which you documented your coaching, and the person you coached signs the log. This log should include information about the date and hours of the coaching visit, but does need to include personal information about the coachee or the specific coaching visit.

8. Once the Coaching Credential Application is submitted, how can I verify that everything has been received?

Currently, you will need to email Sondra Ranum (ranum_s@cde.state.co.us) or Stephenie Hickman (Hickman_s@cde.state.co.us). Once the Coaching Credential is part of PDIS, you will be able to track your application in PDIS.

9. If I am applying for a Level III Coaching Credential and don't make it, will my application default to Level II, or do I need to re-apply?

When applying for Level II or Level III, if the Level 2 Questionnaire, the Case Study or the Statement of Philosophy does not earn enough points to qualify for the credential, you will be given feedback on your submission and the opportunity to resubmit within 60 days. If the second submission also does not earn enough points for that level of credential, the applicant may apply for the next lower level of credential. For example, if the second submission of a Level 2 Questionnaire does not earn enough points, the applicant may submit a completed Level 1 Questionnaire for a Level 1 Credential.



10. Do coaches need to complete the Self-Assessment in PDIS to get a Coaching Credential?

When applying for a Coaching Credential, you will need to do the *Coaching Competencies* Self-Assessment to inform your Professional Development Plan. You submit only the Professional Development plan with your application. Completing the self-assessment of the Competencies for *Early Childhood Educators and Administrators* in PDIS is not required.

11. What are the advantages of the different levels of the Coaching Credential?

The advantage is your own professional development as a coach as you further develop your coaching competencies. For Level I, a coach demonstrates mastery of Level I competencies with a roadmap/guide to the next steps as a coach. For Level III, the coach has demonstrated mastery in most of the Level III competencies.

12. How long can a coach stay at Level I?

There is no limit at this time. Level I is valid for 3 years. Levels II and III are each valid for five years.

13. If I apply for Level I, can I move up to Level II?

In order to move from Level I to Level II, you need to have the Level I Coaching Credential for a year, meet the renewal requirements for a Level I Credential and meet all of the requirements for a Level 2 Credential. The renewal requirements for each level can be found on the *Coaching Credential Overview* document located on the Colorado Coaching Consortium website under Coaching Credential.

14. How will Reflective Supervision (RS) be assigned and documented?

If you are participating in a Reflective Supervision group facilitated by a CDE Regional Coaching Consultant, she will provide the appropriate documentation to you for the renewal of your Coaching Credential. A map of each consultant's region along with her contact information is available on the Coaching Consortium Website: cocoaches.net.

15. For Reflective Supervision, does someone come and observe us as a coach?

No. The purpose of RS is to increase the reflective capacity of each group member through a regular, collaborative opportunity for reflection. RS is provided in small groups and encourages participants to reflect on your own and other's coaching experiences in a safe environment, guided by an RS facilitator.

16. Who can provide Reflective Supervision for the Coaching Credential?

Reflective Supervision can be provided by anyone specifically training in Reflective Supervision. RS is currently being provided statewide by the CDE Regional Coaching Consultants. RS may also be provided by qualified individuals through your work or by personal arrangement.



17. Can I use my notes or other resources when I complete the Questionnaire for either the Level I or Level II Credential?

The Level I and Level II Questionnaires are meant to check your understanding of the Coaching Competencies. You are welcome to refer to your notes from RBPD training or refer to the Coaching Competencies when completing either of the Questionnaires.